

Chief, Editorial Division  
Chief, Special Reports Division  
Chief, Field Division  
Chief, FBIB

23 December 1948

**Classification Survey**

1. Classification Section of the CIA Personnel Branch will shortly be ready to submit our new job descriptions to the Civil Service Commission. It is expected that sometime during January the Commission will visit our Branch to see the operation and learn first-hand why we have asked for these increased ratings. We cannot hope to get these requested ratings unless we can satisfy the Civil Service Commission representative beyond any reasonable doubt that these jobs had increased in importance since his last visit. It would be foolish to even mention that we think he made a mistake before.

2. I would like to prepare a written memorandum on or about 1 January 1949 which will set out briefly, but concisely and conclusively, the reasons why these jobs are now more important. I should like to have your detailed comments on the jobs that pertain to your particular division by 1 January.

L. K. WHITE

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